

GRADUATE MEDICAL EDUCATION
POLICIES FOR HOUSE STAFF

HOUSE STAFF CLEARANCE
(CHECK-IN AND OUT)

The GME Office is located on the basement level of LBMMC . The GME office hours are 7:30 a.m. to 4:00 p.m. and check-in hours are 7:30 a.m. to 3:00 p.m.

CHECK-IN

The resident/fellow/medical student check in and out process is conducted in the house staff office referred to as the Graduate Medical Education (GME) office, located on the basement level of LBMMC near the Van Dyke Theater. It is necessary to complete the check in process prior to the first day or on the first day of your assignment at LBMMC/MCH. This procedure includes distribution of dictation and computer access codes, photo identification badges, parking arrangements, lockers, signature on file for pharmacy, pagers, etc.

If you are not a University of California Irvine affiliated resident/fellow/medical student, you are required to show evidence of up-to-date measles vaccination and TB testing along with other supporting documents.

Please refer to the [Incoming House Staff procedures and instructions](#) located on this web site.

CHECK-OUT

As you prepare to leave your LBMMC/MCH training program, you are required to complete an **Exit Procedure**. (This applies to everyone, including house staff members who will become faculty.)

[Requirements for Exit](#)

1. Check-Out (Clearance) Form- This form must be presented to and signed by each area listed to confirm that you have no outstanding obligations. The completed form must be returned to the GME Office.
2. Exit Survey – The survey will provide us with an evaluation of your training experience at LBMMC/MCH. Your responses are anonymous and will be combined with those of other house staff completing training.
3. Medical Records Clearance - The Check-Out Form must be presented to the Medical Records Department for their signature verifying that all of your medical record charts are complete.
4. Return Badge, Pager (if applicable) and dining card (if applicable) to the GME office or in the mail box located outside the main entrance of the GME office.